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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those course-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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DATA ELEMENT DICTIONARY: COURSE

PRELIMINARY DRAFT
for review purposes only

Second Edition
Technical Report 29

DATA ELEMENT DICTIONARY: COURSE

TECHNICAL REPORT 29

National Center for Higher Education Management Systems at WICHE

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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

. . . to increase educational opportunities for westerners.
. . . to expand the supply of specialized manpower in the West.
. . . to help universities and colleges improve both their programs and their management.
. . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: COURSE

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Second Edition

Technical Report No. 29

1972

James S. Martin

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National Center for Higher Education Management Systems at
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ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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Also contributing to the development of this edition of the Data Element Dictionary were the following members of the staff of the National Center for Higher Education Management Systems: Dave Clark, William Collard, Michael Haight, Richard Johnson, Dennis Jones, Charles Manning, Marilyn McCoy, Glen Miyataki, Leonard Romney, Robert Wallhaus, and Paul Wing.

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CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to courses and their sections.

For purposes of the Data Element Dictionary, a course is defined as:

> *An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter or semester) and for which credit toward graduation or certification is usually given.*

A section is defined as:

> *A group of students assembled for instruction in a regularly scheduled meeting of a course.*
>
> Note: Separate sections should be identified for each different type of instruction, even though the same group of students is involved.

The course-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The three blocks of course-related data elements are:

1. 001-099 Course Attribute Data

   This block of data elements is designed to describe information about each course offered by the institution.

2. 101-199 Section Attribute Data

   This block of data elements is designed to describe information on all sections associated with each course. There may be one or more section attribute data blocks associated with each course.

3. 201-299 Section Resource Data

   This block of data elements is designed to describe information pertaining to the resources associated with each section. There may be one or more section resource data blocks associated with each section, or subset thereof.

Normally, institutions would wish to maintain these blocks of data elements historically and thus retain information on each course for every term it was offered.

These three data blocks are arranged in a hierarchy as illustrated below:

Course Attribute Data

.Section Attribute Data

-Section Resource Data

The underlying premise in this hierarchical structure is that each individual course would have one block of course attribute data associated with it. In addition, each course would have one or more sections, with each section having one block of section attribute data elements. Each section would also have one or more section resource data blocks associated with it. Because all elements in the section resource data block would not necessarily have multiple occurrences for any given section, institutions might wish to repeat only those data elements occurring multiply. Institutions should structure their data bases in such a manner as to link these three data blocks in an appropriate manner for each course.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within the data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required

to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Inventory and Classification Manual	FICM
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Models	RRPM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER III

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Weekly Contact Hours	106	38
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ALPHABETICAL INDEX BY NCHEMS PRODUCT

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COST FINDING PRINCIPLES (CFP)	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Number of Credit Hours	010
	Program Identification	009
	Weekly Contact Hours	106
FACILITIES INVENTORY AND CLASSIFICATION MANUAL (FICM)	Organizational Unit	001
	HEGIS Subject Field	003
FACULTY ACTIVITY ANALYSIS (FAA)	Course Credit Equivalent	011
	Course Identifier	004
	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
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	Organizational Unit	001
	Program Identification	009
	Section Identifier	101
	Special Section Designation	104
	Weekly Contact Hours	106
	Weekly Faculty Contact Hours	208
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	Institutional Subject Field	002
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	Number of Credit Hours	010
	Organizational Unit	001
	Weekly Contact Hours	106
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Course Credit Equivalent	011
	Course Level - Exchange Standard	008
	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Instruction Type	107
	Number of Credit Hours	010
	Program Identification	009
INFORMATION EXCHANGE PROCEDURES (IEP)	Course Credit Equivalent	011
	Course Level - Exchange Standard	007
	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Number of Credit Hours	010
	Program Identification	009

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
PROGRAM MEASURES (PM)	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Institutional Subject Field	002
	Instruction Type	107
	Number of Credit Hours	010
	Number of Enrollments	016
	Organizational Unit	001
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	Weekly Faculty Contact Hours	208
RESOURCE REQUIREMENTS PREDICTION MODELS (RRPM)	Actual Section Size	103
	Course Credit Equivalent	011
	Course Level - Institutional Standard	006
	Institutional Subject Field	002
	Instruction Type	107
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	Number of Credit Hours	010
	Organizational Unit	001
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	Weekly Contact Hours	106
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CHAPTER IV

COURSE ATTRIBUTE DATA

DED No.	Title
001	Organizational Unit
002	Institutional Subject Field
003	HEGIS Subject Field
004	Course Identifier
005	Course Title
006	Course Level - Institutional Standard
007	Course Level - Exchange Standard
008	Joint Offering Identifier
009	Program Identification
010	Number of Credit Hours
011	Course Credit Equivalent
012	Grading Method
013	Number of Weeks Class Is Scheduled To Meet
014	Term Beginning Date
015	Term Ending Date
016	Number of Enrollments

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

001
ELEMENT NUMBER

ELEMENT TITLE Organizational Unit

DEFINITION:

Institutionally defined code for the academic organizational unit or department offering a course. Code should include campus and school designation, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

"Number" or alpha abbreviation for academic organizational unit.

USES SAM, RRPM, PM, FICM, FAA

COMMENTS:

This is a linking element that should be consistent throughout all uses and files.

DATE ISSUED September 1972

002
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Institutional Subject Field

DEFINITION:

Institutionally defined code for subject field of the course offered.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, PM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

003
ELEMENT NUMBER

ELEMENT TITLE HEGIS Subject Field

DEFINITION:

Standardized discipline specialty codes as described in A Taxonomy of Instructional Programs in Higher Education (Huff, Chandler, 1970). Also corresponds to "Sub-category" of NCHEMS Program Classification Structure (Gulko, 1972).

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

See Appendix 2.

USES FAA, IEP, CFP, PM, HEFM, FICM

COMMENTS:

This element is derivable from the previous data element (002), and thus institutions may not wish to store this data element.

DATE ISSUED September 1972

004
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves uniquely to identify a course. May include prefix and/or suffix.

CODES OR RECORDING INSTRUCTIONS:

USES IEP, FAA

COMMENTS:

This is a linking element to the Staff and Student sections.

DATE ISSUED September 1972

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DATA ELEMENT DICTIONARY
Course Related Data Elements

005
ELEMENT NUMBER

ELEMENT TITLE Course Title

DEFINITION:

The official title for a course as it appears in the institutional catalog.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES

COMMENTS:

DATE ISSUED September 1972

006

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Course Level - Institutional Standard

DEFINITION:

The institutional categorization for the level of offering of a specific course.

The level of student at which a course is primarily, but not exclusively, directed.

CODES OR RECORDING INSTRUCTIONS:

USES CFP, SAM, RRPM, FAA, PM, IEP, HEFM

COMMENTS:

Many institutions will be able to derive this element from the Course Identifier.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

007
ELEMENT NUMBER

ELEMENT TITLE Course Level - Exchange Standard

DEFINITION:

The exchange categorization for the level of offering of a specific course.

The level of student at which a course is primarily, but not exclusively, directed.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Lower Division	Course offerings at a level of comprehension usually associated with freshman and sophomore students.
2	Upper Division	Course offerings at a level of comprehension usually associated with junior and senior students.
3	Graduate	Postbaccalaureate offerings.

USES IEP, HEFM

COMMENTS:

These categories and definitions are preliminary at this time and are subject to modification as the Information Exchange Procedures project progresses. This element is derivable from the previous data element (006), and thus institutions would probably not store this data element.

DATE ISSUED September 1972

008
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Joint Offering Identifier

DEFINITION:

A means of identifying single courses offered under multiple course numbers or under the auspices of multiple organizational units.

CODES OR RECORDING INSTRUCTIONS:

Should include Organizational Unit and Course Identifier as defined by data elements 001 and 004.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

009
ELEMENT NUMBER

ELEMENT TITLE Program Identification

DEFINITION:

The institutional program to which the activities of the course contribute.

CODES OR RECORDING INSTRUCTIONS:

A two-digit code corresponding to the first two digits of the Program Classification Structure code (Gulko, 1972).

Code	Category
11	General Academic Instruction
12	Occupational and Vocational Instruction
13	Special Session Instruction
14	Extension (for Credit) Instruction
31	Community Education
52	Supplementary Education

USES RRPM, FAA, IEP, CFP, PM, HEFM

COMMENTS:

DATE ISSUED September 1972

010
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Number of Credit Hours

DEFINITION:

The amount of credit offered for a course; i.e., the numerical credit value awarded for completion of a course, usually described in semester or quarter hours.

CODES OR RECORDING INSTRUCTIONS:

Actual credit to hundredths.

00.00 - No Credit - See Course Credit Equivalent (DED 011)
XX.XX - Actual Credit
99.99 - Variable Credit

USES RRPM, SAM, CFP, PM, IEP, FAA, HEFM

COMMENTS:

DATE ISSUED September 1972

ELEMENT TITLE Course Credit Equivalent

DEFINITION:

For courses for which no credit is offered, a figure to indicate credit equivalence were the course offered for credit.

CODES OR RECORDING INSTRUCTIONS:

Estimated amount, to hundredths.

USES RRPM, FAA, IEP, HEFM

COMMENTS:

Many noncredit courses are measured by other means, but various NCHEMS products require a numerical credit equivalent.

DATE ISSUED September 1972

012
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Grading Method

DEFINITION:

An institutionally defined code for the permissable grading system for this course, e.g., A-F, Pass-Fail, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

013
ELEMENT NUMBER

ELEMENT TITLE Number of Weeks Class Is Scheduled To Meet

DEFINITION:

The duration of the course as measured in academic weeks.

CODES OR RECORDING INSTRUCTIONS:

Actual number of weeks, to tenths.

USES

COMMENTS:

DATE ISSUED September 1972

014

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Term Beginning Date

DEFINITION:

Beginning date of term in which this course is currently being offered.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

015
ELEMENT NUMBER

ELEMENT TITLE Term Ending Date

DEFINITION:

Ending date of term in which this course is currently being offered.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

016
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Number of Enrollments

DEFINITION:

The total number of students enrolled in this course.

CODES OR RECORDING INSTRUCTIONS:

Number of headcount students.

USES PM, FAA

COMMENTS:

This is not necessarily a summation of section enrollments.

DATE ISSUED September 1972

CHAPTER V

SECTION ATTRIBUTE DATA

DED No.	Title
101	Section Identifier
102	Maximum Section Size
103	Actual Section Size
104	Special Section Designation
105	Special Facilities Requirements
106	Weekly Contact Hours
107	Instruction Type
108	Course/Section Fee

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

101
ELEMENT NUMBER

ELEMENT TITLE Section Identifier

DEFINITION:

An institutionally defined unique identifier for each section offered within a course.

CODES OR RECORDING INSTRUCTIONS:

USES FAA

COMMENTS:

This is a linking element to the Staff and Student sections.

DATE ISSUED September 1972

102
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Maximum Section Size

DEFINITION:

The maximum enrollments for this section. May be dictated by instruction or facility requirements.

CODES OR RECORDING INSTRUCTIONS:

Maximum number.

USES SAM, RRPM

COMMENTS:

DATE ISSUED September 1972

ELEMENT TITLE Actual Section Size

DEFINITION:

The number of individuals enrolled in (assigned to) this section.

CODES OR RECORDING INSTRUCTIONS:

Actual number.

USES RRPM

COMMENTS:

Students auditing the section should not be included.

DATE ISSUED September 1972

104
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Special Section Designation

DEFINITION:

An identifier to indicate that this section of a course is a special section, e.g., honors.

CODES OR RECORDING INSTRUCTIONS:

USES FAA

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

105
ELEMENT NUMBER

ELEMENT TITLE Special Facilities Requirements

DEFINITION:

An institutionally defined code for the requirement for an instructional area that is designed and/or furnished with specialized equipment to serve this course. (Example: Special Laboratory, Audio-Visual Equipment, Television [closed circuit], Computer-Assisted Instruction.)

CODES OR RECORDING INSTRUCTIONS:

USES PM

COMMENTS:

DATE ISSUED September 1972

106
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Weekly Contact Hours

DEFINITION:

The total number of hours per week per student this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

Actual number of contact hours, to tenths.

USES RRPM, SAM, PM, CFP, FAA

COMMENTS:

For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

107
ELEMENT NUMBER

ELEMENT TITLE Instruction Type

DEFINITION:

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Lecture	Formal presentation of a prepared discourse. Primarily, one-way communication.
2	Laboratory	Instructor prepares and supervises the execution of investigations by the class.
3	Recitation/ Discussion	Two-way communication of the contents of course materials.
4	Seminar	Students carry the major preparation responsibility for the class.
5	Independent Study	Student or students work independently of the instructor but under his direction.
6	Programmed Instruction	Contents of the course presented to the student through programmed materials, television, or other similar forms of presentation.
7	Other	For methods of instruction not covered by the above categories.

USES RRPM, FAA, SAM, PM, HEFM

COMMENTS:

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

DATE ISSUED September 1972

108
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Course/Section Fee

DEFINITION:

A charge for special items to be utilized by a section in the course of its instructional program.

CODES OR RECORDING INSTRUCTIONS:

Dollar amount, including cents.

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VI

SECTION RESOURCE DATA

DED No.	Title
201	Instructor Name
202	Instructor Identifier
203	Meeting Days
204	Meeting Time - Beginning
205	Meeting Time - Ending
206	Meeting Place - Building
207	Meeting Place - Room
208	Weekly Faculty Contact Hours

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

201
ELEMENT NUMBER

ELEMENT TITLE Instructor Name

DEFINITION:

The legal last name and initials of instructor responsible for this section.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

DATE ISSUED September 1972

202
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Instructor Identifier

DEFINITION:

An identifier that serves uniquely to identify the instructor responsible for this section.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Staff Section. Social Security number is typically used as an employee identifier. If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

203
ELEMENT NUMBER

ELEMENT TITLE Meeting Days

DEFINITION:

The day(s) of the week this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

Code	Category
MO	Monday
TU	Tuesday
WE	Wednesday
TH	Thursday
FR	Friday
SA	Saturday
SU	Sunday
AR	To Be Arranged

USES

COMMENTS:

DATE ISSUED September 1972

204
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Meeting Time - Beginning

DEFINITION:

The time of day the section commences, in 24-hour clock time.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This data element may be omitted for those sections that are unscheduled.

DATE ISSUED September 1972

ELEMENT TITLE Meeting Time - Ending

DEFINITION:

The time of day the section ends, in 24-hour clock time.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This data element may be omitted for those sections that are unscheduled.

DATE ISSUED September 1972

206

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Course Related Data Elements

ELEMENT TITLE Meeting Place - Building

DEFINITION:

A unique identifier for the building where this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities Section. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

207
ELEMENT NUMBER

ELEMENT TITLE Meeting Place - Room

DEFINITION:

The number or other identifier of the room in which this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities Section. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

DATE ISSUED September 1972

208
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Weekly Faculty Contact Hours

DEFINITION:

The scheduled number of hours spent by the instructional staff member, as described by element 201, in contact with this section in one week.

CODES OR RECORDING INSTRUCTIONS:

Scheduled number of contact hours, to tenths.

USES RRPM, SAM, PM, FAA

COMMENTS:

For those sections where contact hours are not scheduled, an estimate should be made.

DATE ISSUED September 1972

APPENDIX 1

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month, and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964 is coded 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	*Code*
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education 0807
Corrections 2105
Counseling, educational 0826
Counseling, psychology for 2004
Creative writing 1507
Criminology 2209
Crop management 0102
Curriculum 0829
Cytology 0417

Dairy sciences 0105
Dance 1008
Danish 1114
Data processing 0703
Debate 1506
Demography 2215
Dental hygiene 1213
Dental specialties 1205
Dental technologies 1224
Dentistry, D.D.S. or D.M.D. degree 1204
Developmental psychology 2009
Dietetics 1306
Distributive education 0838
Dramatic arts 1007
Drawing 1002
Driver education 0836

Earth sciences, general 1917
East Asian studies 0302
Eastern European studies 0311
Ecology 0420
Economics 2204
Economics, agricultural 0111
Economics, business 0517
Education of the culturally disadvantaged 0813
Education of the deaf 0812
Education of the emotionally disturbed 0816
Education, general 0801
Education of the gifted 0811
Education of mentally retarded 0810
Education of the multiple handicapped 0820
Education of the physically handicapped 0819
Education, religious 2304
Education of the visually handicapped 0814
Educational administration 0827
Educational evaluation 0825
Educational measurement 0825
Educational psychology 0822
Educational research 0824
Educational statistics 0824
Educational supervision 0828
Educational testing 0825
Electrical engineering 0909
Electronics engineering 0909
Elementary education, general 0802
Embryology 0427
Engineering, general 0901
Engineering mechanics 0921
Engineering and other disciplines (interdisciplinary) 4904
Engineering physics 0919
Engineering technologies 0925
English as a foreign language 1508
English, general 1501
English, literature 1502
Entomology 0421
Environmental design, general 0201
Environmental engineering 0922
European studies, general 0310
Experimental psychology (animal and human) 2002

Family life education 0837
Family relations 1305
Farm management 0110
Fashion design 1009
Field crops 0102
Finance 0504
Fine arts, general 1001
Finnish 1199
Fish management 0107
Floriculture 0109
Foods and nutrition 1306
Food science 0113
Food technology 0113
Foreign languages, general 1101
Forensic science 1506
Forestry 0114
Forestry technologies 0116
French 1102
Fruit production 0108

Game management 0107
General liberal arts and sciences (interdisciplinary) 4901
Genetics 0422
Geochemistry 1915
Geography 2206
Geological engineering 0911
Geology 1914
Geophysical engineering 0912
Geophysics 1916
German 1103
Government 2207
Greek, classical 1110
Guidance, education 0826

Health care administration 1202
Health education 0837
Health professions, general 1201
Hebrew 1111
Helping services 2104
Higher education, general 0805
Histology 0413
History 2205
History of education 0821
Home decoration 1302
Home economics, general 1301
Home equipment 1302
Home management 1304
Horticulture 0108
Hospital administration 1202
Hotel management 0508
Humanities and social sciences (interdisciplinary) 4903
Husbandry, animal 0104
Husbandry, dairy 0105

Ichthyology 0499
India studies 0303
Indian (Asiatic) 1113
Industrial arts education 0839
Industrial engineering 0913
Industrial psychology 2008
Industrial relations 0516
Information sciences 0702
Information sciences, general 0701
Information systems 0702
Inorganic chemistry 1906
Institutional management 1307
Instruction 0829
Insurance 0512
Interior decoration 1009
Interior design 0203
International business 0513
International public service 2106
International relations 2210
Investments 0505
Islamic studies 0306
Italian 1104

Japanese 1108
Jewelry 1009
Journalism 0602
Junior college education 0806
Junior high school education 0804

Kindergarten education 0823
Korean 1199

Labor relations 0516
Landscape architecture 0204
Latin 1109
Latin American studies 0308
Law enforcement 2105
Law, general 1401
Learning theory 0822
Liberal arts and sciences (interdisciplinary) 4901
Library science, general 1601
Limnology 0499
Linguistics 1505
Literature, comparative 1503
Literature, English 1502

Management, business 0506
Management, engineering 0913
Marine biology 0418
Marine engineering 0923
Marketing 0509
Materials engineering 0915
Mathematics, applied 1703
Mathematics, education 0833
Mathematics, general 1701
Mathematics, statistics 1702
Mechanical engineering 0910
Medical laboratory technologies 1223
Medical record librarianship 1215
Medical specialties 1207
Medicine, M.D. degree 1206
Metallurgical engineering 0914
Metallurgy 1920
Metalsmithing 1009
Meteorology 1913
Mexican-American cultural studies 2213
Microbiology 0411
Middle Eastern studies 0309
Military science 1801
Mineral engineering 0918
Mining engineering 0918
Molecular biology 0416
Molecular physics 1903
Music (liberal arts program) 1005
Music appreciation 1006
Music, composition 1004
Music education 0832
Music history 1006
Music, performing 1004
Music, theory 1004
Musicology 1006

Natural resources management 0115
Naval architecture 0923
Naval science 1802
Neurosciences 0425
Norwegian 1114
Nuclear engineering 0920
Nuclear physics 1904
Nursery science 0109
Nursing (baccalaureate and higher programs) 1203
Nutrition, scientific 0424

Occupational therapy 1208
Ocean engineering 0924
Oceanography 1919
Operations research 0507
Optometry 1209
Organic chemistry 1907
Ornamental horticulture 0109
Ornithology 0499
Osteopathic medicine, D.O. degree 1210

Pacific area studies 0314
Painting 1002
Paleontology 1918
Parasitology 0499
Park management 2103
Pathology, animal 0408
Pathology, human 0408
Pathology, plant 0404
Personnel management 0515
Petroleum engineering 0907
Petroleum refining 0906
Pharmaceutical chemistry 1910
Pharmacology, animal 0409
Pharmacology, human 0409
Pharmacology, plant 0405
Pharmacy 1211
Philology 1505
Philosophy 1509
Philosophy of education 0821
Phonetics 1505
Photography 1011
Physical chemistry 1908
Physical education 0835
Physical sciences, general 1901
Physical therapy 1212
Physics, general 1902
Physiological psychology 2010
Physiology, animal 0410
Physiology, human 0410
Physiology, plant 0406
Plant pathology 0404
Plant pharmacology 0405
Plant physiology 0406
Podiatry 1216
Political science 2207
Poultry science 0106
Pre-elementary education 0823
Programming, computer 0704
Psychology, clinical 2003
Psychology for counseling 2004
Psychology, developmental 2009
Psychology, education 0822
Psychology, general 2001
Psychology, industrial 2008
Psychology, physiological 2010
Psychology, social 2005
Psychometrics 2006
Public address 1506
Public administration 2102
Public health 1214
Public utilities 0510
Purchasing 0509

Radio 0603
Radiobiology 0423
Radiologic technologies 1225
Range management 0117
Reading education 0830
Real estate 0511
Recreation management 2103
Regional planning 0206
Rehabilitation services 1222
Religious education 2304
Religious music 2302
Religious studies 1510
Remedial education 0817

Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	*Code*
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies 5012

Health services assistant technologies, general 5201
Heating technologies 5317
Home economics technologies 5405
Horticulture technologies 5402
Hospital food service technologies 5404
Hotel management technologies 5010

Industrial management technologies 5004
Industrial technologies 5312
Inhalation therapy technologies 5215
Input preparation technologies 5102
Institutional management technologies 5218
Instrumentation technologies 5314
Insurance technologies 5004

Key punch operator technologies 5102

Laboratory technologies, general 5407
Landscape technologies 5402
Law enforcement technologies 5505
Library assistant technologies 5504
Lithography technologies 5009

Machine drafting and design technologies 5303
Machine repair technologies 5310
Marina equipment technologies 5004
Marine technologies 5406
Marketing technologies 5004
Mechanical technologies 5315
Mechanical technologies, general 5301
Medical assistant technologies 5214
Medical laboratory assistant technologies 5205
Medical office assistant technologies 5214
Medical record technologies 5213
Mental health aide programs 5216

Natural science technologies, general 5401
Newspaper communication technologies 5008
Nuclear technologies 5316
Nursing, practical (L.P.N. or L.V.N.) 5209
Nursing R.N. preparation 5208

Occupational therapy technologies 5210
Oceanographic technologies 5406
Ocular care technologies 5212
Office machine repair technologies 5310
Office machine training 5005
Ophthalmic technologies 5212
Optical technologies 5212
Optometric technologies 5212

Personal service technologies 5006
Personnel management technologies 5004
Photogrammetry technologies 5309
Photography technologies 5007
Physical therapy technology 5219
Plastics technologies 5305
Plumbing technologies 5317
Police technologies 5505
Printing technologies 5009
Programmer technologies 5103
Psychiatric technologies 5216
Public administration and management technologies 5508
Public health inspection technologies 5408
Public service technologies, general 5501
Public utility technologies 5011
Purchasing technologies 5004

Radio broadcasting technologies 5008
Radio repair technologies 5310

Radiologic technologies 5207
Real estate technologies 5004
Recreation technologies 5506
Religion related occupations 5502
Rest home management technology 5218
Restaurant management technologies 5010

Sales technologies 5004
Sanitation technologies 5408
Secretarial technologies 5005
Sheet metal technologies 5317
Social work related technologies 5506
Stewardess preparation 5006
Surgical technologies 5211
Surveying technologies 5309

Teacher aide preparation 5503
Television broadcasting technologies 5008
Television repair technologies 5310
Textile technologies 5313
Tool design technologies 5303
Transportation technologies 5011

Welding technologies 5308
Wildlife technologies 5403

X-ray technologies 5207

APPENDIX 3

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Actual Section Size	103	9(02)
Course Credit Equivalent	011	99V99
Course Identifier	004	X(10)
Course Level - Exchange Standard	007	9(02)
Course Level - Institutional Standard	006	9(01)
Course/Section Fee	108	999V99
Course Title	005	X(25)
Grading Method	012	X(01)
HEGIS Subject Field	003	9(04)
Institutional Subject Field	002	X(04)
Instruction Type	107	9(01)
Instructor Identifier	202	X(09)
Instructor Name	201	X(16)
Joint Offering Identifier	008	X(16)
Maximum Section Size	102	9(04)
Meeting Days	203	X(02)
Meeting Place - Building	206	X(06)
Meeting Place - Room	207	X(04)
Meeting Time - Beginning	204	9(04)
Meeting Time - Ending	205	9(04)
Number of Credit Hours	010	99V99
Number of Enrollments	016	9(04)
Number of Weeks Class Is Scheduled To Meet	013	99V9
Organizational Unit	001	X(06)
Program Identification	009	9(02)
Section Identifier	101	X(04)
Special Facilities Requirements	105	X(02)
Special Section Designation	104	X(01)
Term Beginning Date	014	9(06)
Term Ending Date	015	9(06)
Weekly Contact Hours	106	99V9
Weekly Faculty Contact Hours	208	99V9

APPENDIX 4

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Course Level	101	006	Course Level - Institutional Standard
		007	Course Level - Exchange Standard
Course Number	004	004	Course Identifier
Course Title	102	005	Course Title
Credit	105	010	Number of Credit Hours
Grading Method	107	012	Grading Method
HEGIS Discipline Division and Specialty	003	003	HEGIS Subject Field
Instructor Identification	303	201	Instructor Name
		202	Instructor Identifier
Joint Offering	103	008	Joint Offering Identifier
Meeting Days	304	203	Meeting Days
Meeting Place	306	207	Meeting Place - Room
		206	Meeting Place - Building
Meeting Time	305	204	Meeting Time - Beginning
		205	Meeting Time - Ending
Number of Weeks Offered	108	013	Number of Weeks Class Is Scheduled To Meet
Program Identification	104	009	Program Identification
Section Size	307	102	Maximum Section Size
		103	Actual Section Size
Special Facilities Requirements	309	105	Special Facilities Requirements
Special Section Identification	308	104	Special Section Designation
Subject Field	002	002	Institutional Subject Field
Weekly Contact Hours	302	106	Weekly Contact Hours

COURSE CHANGES - Continued

DELETIONS FROM PREVIOUS DED	DED NO.	DED NO.	ADDITIONS TO CURRENT DED
Credit Base	106	011	Course Credit Equivalent
Former Course Identification	109	016	Number of Enrollments
		014	Term Beginning Date
		015	Term Ending Date
		208	Weekly Faculty Contact Hours

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Gulko, Warren W. Program Classification Structure. Boulder, Colorado: Western Interstate Commission for Higher Education, 1972.

Huff, Robert A., and Chandler, Marjorie O. A Taxonomy of Instructional Programs in Higher Education. Washington, D.C.: USGPO, 1970.

Thomas, Charles R. Data Element Dictionary: Course. First Edition. Boulder, Colorado: Western Interstate Commission for Higher Education, 1970.

2641911000045300:
2.5M:173:GD:Hirsch:2BA63

9341600000045200:
1.5M:173:GD:Hirsch:2BA63

Advisory Structure for the
NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE

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